Saskatchewan
Legal Aid
Commission

Annual Report
1998-1999

Saskatchewan Legal Aid Commission

Highlights of 1998-99

- Served 22,401 applicants in 1998-99
- Commenced participation in a Strategic Needs Assessment review of the legal aid plan.
- Implemented the re-design of the Case Management System

Legislative Mandate

The Legal Aid Act and *The Legal Aid Regulations* provide the legislative mandate for The Saskatchewan Legal Aid Commission.

Commission Profile

The Saskatchewan Legal Aid Commission provides legal services to persons and organizations for criminal and civil matters where those persons and organizations are financially unable to secure these services from their own resources.

The Saskatchewan Plan has been in existence since 1974.

The Saskatchewan Plan uses a salaried staff delivery model for most of its applicants. In 1998-99, the Plan employed 133 staff (62 lawyers, 20 legal assistants, and 51 administrative and support staff) located in 14 offices throughout the province. The services of private practice lawyers may be used where a client is charged with an offence punishable by life imprisonment (murder or high treason) or where the Chairperson of the Commission believes it would better serve the client.

Applicants are financially eligible for services if:
- they are receiving income from social assistance; or
- their financial resources are at social assistance levels; or
- the costs of obtaining the services from a private lawyer would reduce their financial resources to social assistance levels.

Legal services are provided to financially eligible applicants **if** the service requested falls within the range of services provided by The Saskatchewan Legal Aid Commission, and **if** the matter has professional merit. Services are provided in Federal Criminal matters (adult and youth), family law, and in rare circumstances, for other civil or provincial offence matters if the applicant's livelihood is in danger, or where the applicant may suffer extraordinary hardship.

Immediate advice, although temporary, despite financial status is available to those arrested or detained.

Summary advice and information may be provided to anyone about a wide range of matters if they involve no more than a brief interview or telephone call.

The Provincial Government, through Saskatchewan Justice, funded The Saskatchewan Legal Aid Commission. By agreement, the Government of Canada reimburses the Province for some legal aid expenditures on adult criminal matters and young offender matters. Cost-sharing for some family and civil matters ended effective March 31, 1996.

Letter of Transmittal

Minister of Justice
and Attorney General

SASKATCHEWAN

Legislative Building
Regina, Saskatchewan S4S 0B3

His Honour
The Honourable J.E.N. Wiebe
Lieutenant Governor of the
Province of Saskatchewan

May It Please Your Honour:

I have the pleasure to transmit to your Honour the Annual Report of The Saskatchewan Legal Aid Commission for the year ending March 31, 1999.

Respectfully submitted,

The Honourable Chris Axworthy
Minister of Justice and Attorney General

Saskatchewan Legal Aid Commission

Central Office

#502 - 201 21st Street East
Saskatoon, Saskatchewan
S7K 2H6

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FAX (306) 933-6764
Toll Free 1-800-667-3764

THE HONOURABLE CHRIS AXWORTHY
MINISTER OF JUSTICE AND ATTORNEY GENERAL
PROVINCE OF SASKATCHEWAN

Dear Mr. Axworthy:

It is my pleasure to forward to you the twenty-fifth Annual Report of The Saskatchewan Legal Aid Commission according to section 38(1) of *The Legal Aid Act*, depicting the affairs of the Commission in the 1998-99 fiscal year.

Respectfully submitted,

Jane L. Lancaster, Q.C.
Chairperson

Message from the Chairperson and Chief Executive Officer

It has been my pleasure to work with the staff and the members of The Saskatchewan Legal Aid Commission for the past year.

Our major goal was to continue to provide client service and communication with client groups.

There were several highlights over the past year. We were honoured to host a delegation from China who were interested in legal aid plans. Our plan was chosen by the Chinese delegation as an example of a cost-effective service which provides quality service to clients. We enjoyed the opportunity to share information with our Chinese colleagues.

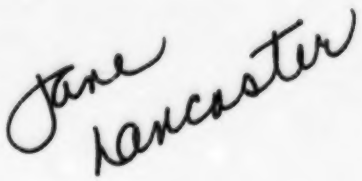
At our annual seminar in October 1998, we presented the first Employee Recognition Awards to employees who have shown exceptional service to clients, to the community, or in innovation and service to the Commission. The three persons receiving this award were Pat Reis of the Regina Rural Area Office, Kearney Healy of the Saskatoon City Area Office, and Rhonda Hofmann of the Central Administration Office. These recipients went the extra mile to provide services to legal aid and our clients.

In addition, we honoured Cheryl Boechler who was the first employee to receive 25 year service recognition. Cheryl works in the Saskatoon City Area Office and continues to demonstrate her enthusiasm for her work and the clients that she serves.

The Legal Directors meet regularly to provide input to Central Office on resource issues. Committees of Legal Directors and staff work with administration staff in areas of employment recognition, information technology, employment equity, professional development, employee assistance and pension plan.

The Commission has updated and implemented a new Case Management System.

Each year I have the privilege of attending at each of the Area Offices and meeting with the staff as well as meeting annually with Legal Directors. I return proud of the staff of The Saskatchewan Legal Aid Commission. Those strong values of commitment, team work, and dedication to provide quality services to our clients are our greatest strength in providing legal aid services in Saskatchewan.



Members of the Saskatchewan Legal Aid Commission

Left to right (back row): Betty Ann Pottruff, Q.C., Jane Lancaster, Q.C., Mavis Moore, Geraldine Atimoyoo, Mary Pelletier.
Left to right (front row): Riel Bellegarde, Barry Morgan, Robert Gibbings.
Missing from photo: Marilyn Hedlund, Priscilla Joseph, Leslie Prosser, Q.C.

Members at March 31, 1999	Appointed by:
Jane L. LANCASTER, Q.C., Saskatoon, Chairperson	Lieutenant Governor in Council
Geraldine ATIMOYOO, Marcelin	Lieutenant Governor in Council
Riel BELLEGARDE, Regina	Lieutenant Governor in Council
Marilyn HEDLUND, Regina	Minister of Social Services
Robert GIBBINGS, Saskatoon	Law Society of Saskatchewan
Priscilla JOSEPH, Prince Albert	Lieutenant Governor in Council
Mavis MOORE, Saskatoon	Lieutenant Governor in Council
Barry MORGAN, Saskatoon	Law Society of Saskatchewan
Mary PELLETIER, Yorkton	Lieutenant Governor in Council
Betty Ann POTTRUFF, Q.C., Regina	Minister of Justice
Leslie PROSSER, Q.C., Saskatoon	Attorney General of Canada

The Legal Aid Act provides for the appointment of eleven members - two appointed by the Law Society of Saskatchewan, one member appointed by the Attorney General of Canada, six members appointed by the Lieutenant Governor in Council, one member who is an employee of the Department of Justice appointed by the Minister of Justice, and one member who is an employee of the Department of Social Services appointed by the Minister of Social Services.

Objectives

The primary objectives of The Saskatchewan Legal Aid Commission are:

- To provide professional, quality legal services to those low income persons who require legal services, who fall within financial guidelines, coverage or range of service eligibility, whose matter has professional merit.
- To provide professional, quality management to support the delivery of legal services.

Goals for 1998-99	1998-99 Achievements
• To continue to fulfil obligations under *The Legal Aid Act.*	- The Saskatchewan Legal Aid Commission met on five occasions during the year - May 29, 1998, September 11, 1998, November 20, 1998, January 22, 1999, March 26, 1999.
• To continue to improve services to clients.	- Legal Directors and staff regularly liaise with the Department of Justice staff, Provincial Court Judges and Officials, Queen's Bench Court Justices and Registrars to ensure the smooth delivery of services to clients. - A Legal Director was appointed to sit on the Federal Child Support Guideline Committee.
• To continue to improve service response timeliness to family law clients, and developing more effective ways of delivering services in family law area.	- In April 1998, it took an average of 1.7 weeks to get an appointment for a non-emergency family law matter. At year-end this increased to 2 weeks. (In June 1994, it exceeded two weeks.) - Where distance from an Area Office was a factor for family clients, private bar appointments were considered. - The annualized value of monthly maintenance orders reached for the Commission's clients exceeds $4.2 million, up from $4.1 million the previous year. - The Meadow Lake Area Office established a northern family law circuit in order to provide a better level of service to family law clients located north of Meadow Lake. - The Weyburn Office participated in a Working Group on Family Violence in the fall of 1998.
• To continue to liaise with other social service agencies and service providers who are concerned with the needs of low-income citizens.	- The Chairperson and/or Legal Directors have met with staff of Tribal Councils, Transition Houses, Social Services, and Community Corrections in various areas of the province. - In Regina, meetings with the staff and boards of the John Howard Society, Sophie House and the Elizabeth Johnson Centre occurred. - In Saskatoon, many staff volunteer for the street outreach program of the EGADZ Youth Centre. - Legal Directors met with staff and officials of the aboriginal courtworker program. - Many staff members are on the boards of or involved in community organizations such as the John Howard Society, Elizabeth Fry Society, Saskatoon Communities for Children.

Goals for 1998-99	1998-99 Achievements
• To continue to improve communications with area offices and staff.	- Held six meetings of Legal Directors. - The Chairperson visited most Area Offices in April to July 1998 to meet with staff. - In October 1998, held an "in-house" professional development seminar for all staff. - Awarded the first three "Employee Recognition Awards" to Kearney Healy, Lawyer, Saskatoon City Area Office, Rhonda Hofmann, Administrative Secretary, Central Office and Patrick Reis, Lawyer, Regina Rural Area Office. - Distributed "Facts About Legal Aid", a brochure on services provided to various clients or client groups. - Distributed "You and Legal Aid", a brochure on client/lawyer expectations for clients and staff.
• To implement the second year of the new Information Systems Strategic Plan.	- A management committee met 7 times throughout the year to regularly review the strategic plan.
• To ensure any Year 2000 computer problems are addressed.	- Implemented and converted a redesigned Case Management System. - Upgraded certain workstations to a Windows based platform that is considered Year 2000 ready. - Upgraded accounting and payroll software.
• To continue to apply the comprehensive Affirmative Action Plan for the following target groups: aboriginal persons, persons of a visible minority, persons with disabilities, and women in management and non-traditional roles.	- Participation rates at year-end (goals in brackets) were: • Aboriginal 8% (12.2%) • Visible Minorities 12% (2.6%) • Disabilities 8% (9.7%) • Women (Lawyers)- 40% (45%) • Women (Management)- 31% (45%)
• To continue to provide professional development opportunities for staff.	- An "in-house" seminar was held in October 1998. - Throughout the year, lawyers and legal assistants attended several seminars in criminal and family law, sponsored by the National Criminal Law Program, the biennial National Family Law Seminar, Saskatchewan Legal Education Society Inc. and the Saskatchewan Trial Lawyers' Association. - Throughout the year, many support staff attended various seminars of topical interest. - One Legal Director attended management training in February 1999.

Goals for 1998-99	1998-99 Achievements
• To participate in the initiatives concerning Restorative Justice and other proposed changes in the criminal justice system.	- The Chairperson and several Legal Directors participated in local Justice 2001 Committees. - The Chairperson participated in two Roundtable meetings convened by the Minister of Justice. - Several Legal Directors consulted with Tribal Councils and band officials in their areas. - The Meadow Lake Area Office participated in a Justice Sharing Circle in July 1998, and maintained regular contact with local Bands. - Staff of the Regina City Area Office participated in Judicial Liaison Committees for both adult and young offenders. - Throughout the province, staff members have been actively involved in the establishment of adult diversion programs in their communities. Staff were instrumental in ensuring Weyburn set up adult mediation services in the past year. - Staff members spoke to many groups, including the Unitarian Fellowship of Regina. - The Saskatchewan Legal Aid Commission was involved in the court case which changed the way juries are selected in Saskatchewan. This case recognized the existence of systemic racism in Saskatchewan. - Throughout the year, staff members helped many clients as part of Sentencing Circles.
• To review and implement essential changes as a result of revised federal/provincial/territorial cost-sharing agreements.	- In August 1998, participated in the Association of Legal Aid Plans of Canada Annual meeting. - In May 1998 and October 1998, the Chairperson attended meetings of Justice Canada's Permanent Working Group on Legal Aid (federal, provincial, and territorial officials) to discuss various issues concerning legal aid in Canada. - Further review of legislative changes needed was ongoing at year-end.
• To review and implement changes in financial eligibility as a result of provincial social welfare reform.	- *The Legal Aid Regulations* were reviewed and revised effective June 1999.
• To educate the public about the nature and quality of the services provided by the Saskatchewan Legal Aid Commission.	- Throughout the year, several lawyers and legal assistants acted as resource persons for various seminars and lectured at the annual Bar Admissions Course for articling students. - Several staff members are on the board of Public Legal Education of Saskatchewan. - Many staff participate in activities for the public through Public Legal Education of Saskatchewan.

Goals for 1999-2000

• To continue to fulfil obligations under *The Legal Aid Act*.

• To continue to improve services to clients.

• To continue to improve service response timeliness to family law clients and developing more effective ways of delivering services in the family law area.

• To continue to liaise with other social service agencies and service providers who are concerned with the needs of low-income citizens.

• To continue to improve communications with area offices and staff.

• To continue to implement recommendations of the Information Systems Strategic Plan.

• To ensure any Year 2000 computer problems are addressed.

• To review and implement essential changes as a result of the Strategic Needs Assessment review which was undertaken in 1999.

• To continue to apply the comprehensive Affirmative Action Plan for the following target groups: aboriginal persons, persons of a visible minority, persons with disabilities, and women in management and non-traditional roles.

• To continue to provide professional development opportunities for staff.

• To participate in the initiatives concerning Restorative Justice and other proposed changes in the criminal justice system.

• To review and implement essential changes as a result of revised federal/provincial/territorial cost-sharing arrangements.

• To educate the public about the nature and quality of the services provided by The Saskatchewan Legal Aid Commission.

• To celebrate the 25th Anniversary of Legal Aid in Saskatchewan in 1999.

Financial Overview

Sources of Funding

In 1998-99, The Saskatchewan Legal Aid Commission received funding from two sources:

- Funds appropriated by the Provincial Government through Saskatchewan Justice.
- Client contributions, costs awarded by the Court on behalf of clients, interest earned on monies invested, and miscellaneous receipts.

The Government of Canada reimbursed the Province for some of the legal aid expenditures on federal criminal matters (adult and youth).

Distribution of Funding

In 1998-99, The Saskatchewan Legal Aid Commission's budget of $9.9 million was divided into the two general areas of direct legal service and administration. The table on the next page shows the distribution.

Significant Pressures on The Saskatchewan Legal Aid Commission's Budget

The Saskatchewan Legal Aid Commission cannot control the volume of caseload as demand is often driven by external factors, such as:

- the economy;
- introduction of new federal or provincial legislation;
- Supreme Court of Canada decisions regarding the provision of duty counsel services; disclosure and delays in Court; and decisions concerning professional conflict of interest.

Asset Management and Protection

Personnel: The emphasis on personnel is promoted by development of skills and knowledge that increase productivity, effectiveness, and job satisfaction. Each Area Office has appointed an Occupational Health Committee or Representative.

Electronic Data: This includes word processing files, database files, financial, payroll, and other systems. Electronic data and files are protected with daily and weekly backup procedures and off-site storage of weekly backups.

Capital Assets: The Commission maintains a budget that provides for the acquisition of new assets as they are consumed or become obsolete. Acquisition and disposal of assets are managed with a schedule updated annually and supported by physical counts.

Financial Overview (Continued)

	1997-98 Actual (in $'000s)	1998-99 Planned (in $'000s)	1998-99 Actual (in $'000s)	1999-2000 Planned[1] (in $'000s)
Revenue:				
Appropriation	$9,432	$9,825	**$9,825**	$10,465
Other	102	96	**128**	135
Total	$9,534	$9,921	**$9,953**	$10,600
Expenditure:				
Direct Legal Service [2]	$8,103	$8,382	**$8,551**	$8,620
Administration [3]	1,273	1,421	**1,390**	1,435
Purchase of Capital Assets [4]	---	125	---	394
Investment in Capital Asset Adjustments [5]	185	---	**170**	---
Total	$9,561	$9,928	**$10,111**	$10,449
Excess (Deficiency) of Revenue over Expenditure	($37)	($7)	**($158)**	$151
Staffing Resources:				
Lawyers	60	60	**62**	63
Legal Assistants	21	21	**20**	20
Support Staff/Administration	51	51	**51**	51
Total staffing	132	132	**133**	134

This chart does not include any adjustments made in the Capital Assets Fund.

[1] Actual results for 1999-2000 may vary from planned expenditures for many reasons, some of which are mentioned previously under Significant Pressures on the Budget.

[2] Direct Legal Service expenditures include salaries & benefits, travel, provision of legal services, and other legal expenses.

[3] Administrative expenditures include accommodation, telephone, postage, stationery & office supplies, periodicals, photocopying, and other operating expenses.

[4] Purchase of Capital Assets are included in the planned activities of the Commission. However for financial reporting the purchases are recorded as an increase to Capital Asset costs on the Statement of Financial Position.

[5] Investment in Capital Asset Adjustments include the consumed cost of capital assets and loss on disposal of capital assets. These non-monetary adjustments are included with the financial reporting of the Commission on the Statement of Operations and are excluded in the planned activities of the Commission.

Statistical Summaries

	1998-99	1997-98	1996-97	1995-96	1994-95
CLIENT SERVICES					
Applications Received	**23,981**	23,618	23,027	23,186	24,049
Full Service Applications:					
Federal Criminal (Adult)	**12,939**	12,143	11,605	11,794	12,193
Federal Criminal (Youth)	**4,015**	4,391	3,898	4,021	3,961
Family	**5,425**	5,422	5,958	5,808	6,456
Civil	**5**	8	11	11	28
Provincial Offences	**17**	16	12	17	30
Total Full Service Applications	**22,401**	21,980	21,484	21,651	22,668
Applications Refused Service	**1,580**	1,638	1,543	1,535	1,381
Appeals against Refused Applications	**339**	446	467	430	365
Appeals to the Civil Appeals Committee	**9**	9	5	8	6
Summary Service or Advice	**6,210**	6,483	7,061	7,769	8,726
Cases Completed and Closed by Staff:					
Federal Criminal (Adult)	**11,456**	12,484	11,219	12,476	12,714
Federal Criminal (Youth)	**4,057**	3,649	3,346	3,449	3,369
Family	**5,506**	6,186	6,344	5,815	6,279
Civil	**19**	12	20	15	45
Provincial Offences	**1**	1	3	9	18
Total Cases Completed and Closed by Staff	**21,039**	22,332	20,932	21,764	22,425
Cases assigned to the Private Bar: Federal Criminal (Adult & Youth)	**367**	303	281	242	226
Cases closed by the Private Bar: Federal Criminal (Adult & Youth)	**467**	370	378	368	304
Cases assigned to the Private Bar: Family	**173**	171	156	99	106
Cases closed by the Private Bar: Family	**205**	167	154	115	96
Cases assigned to the Private Bar: Variations	**610**	717			
Cases closed by the Private Bar: Variations	**623**	313			
Duty Counsel Services	**8,435**	8,671	7,999	7,818	7,158
Incoming Reciprocals	**94**	92	94	120	136
Outgoing Reciprocals	**153**	132	128	163	164

Financial & Other Resources

	1998-99	1997-98	1996-97	1995-96 [5]	1994-95 [5]
Revenue	**$9,953,010**	$9,533,662	$9,026,648	$8,756,264	$8,666,527
Expenses	**$10,158,876**	$9,570,755	$8,995,548	$8,828,938	$8,619,293
Excess (Deficiency) of Revenue over Expenditures	**($205,866)**	($37,093)	$31,100	($72,674)	$47,234
Investment in Capital Assets	**$385,484**	$443,097	$443,151	$408,161	$387,614
Unrestricted Assets, end of year	**($151,072)**	$7,181	$34,220	$38,110	$110,784
Contribution of the Federal Government - Adult Criminal and Young Offenders	**$2,465,120** [3]	$2,519,936 [3]	$2,503,179 [3]	$3,231,852 [2]	$2,566,955 [2]
Contribution of the Federal Government - Civil [2]	Cost sharing ended March 31, 1996	($276,399)[1]	$980,025	$1,260,096	$2,727,017 [4]
Per Capita Expenditures on Legal Aid	**$9.89**	$9.66	$9.00	$8.67	$8.45
Number of Employees	**133**	132	131	131	131
Number of members of the Private Bar actively involved in providing services under *The Legal Aid Act*	**198**	169	114	126	112

[1] Repayment upon conclusion of the Canada Assistance Plan Agreement effective March 31, 1996.
[2] According to Saskatchewan Social Services records
[3] According to Saskatchewan Justice records.
[4] Figures for 1994-95 include claim for 1993-94 and 1994-95.
[5] The Revenue and Expenditures have not been restated to include the combined activities of the Commission by using the principles of fund accounting.

Caseload by Area Office 1998-99

- Most of the cases for which The Saskatchewan Legal Aid Commission grants full service applications are for federal criminal - adult matters (57.76%). This is followed by family matters (24.21%), and federal criminal - youth matters (17.92%).
- The number of full service applications increased by 1.92% compared to the previous year.
- Compared to the previous year, the family law area increased by 3 cases, while service for criminal law (both adult and youth) matters increased by 420 cases (2.5%).
- About 34% of the clients are female, 66% are male.
- About 57% of applicants are receiving social assistance.
- Approximately 67% of full service applicants have identified themselves as being of Aboriginal descent (52.9% are Status Indian, 3.3% Non-status Indian, 10.7% Metis, and 0.02% as Inuit).

AREA OFFICE	Federal Criminal - Adult	Federal Criminal - Youth	Family	Civil	Provincial Offence	Total Full Service Applications	Total Cases Closed	Summary Advice or Service	Duty Counsel Advice
Central	0	0	0	0	0	0	0	0	7,708 [1]
Battlefords	963	257	352	0	0	1,572	1,482	53	2
Meadow Lake	1,158	232	335	2	0	1,727	1,691	144	2
Melfort	453	169	255	0	3	880	930	186	4
Moose Jaw	372	104	372	0	3	851	786	118	2
Northern	827	351	283	1	0	1,462	1,435	369	31
Prince Albert	2,193	585	655	1	1	3,435	2,820	81	3
Regina City	2,103	772	900	0	2	3,777	3,392	1,999	491
Regina Rural	574	75	468	0	1	1,118	1,125	305	7
Saskatoon City	2,768	953	743	0	2	4,466	4,245	2,082	114
Saskatoon Rural	359	102	426	1	1	889	966	176	1
South East	291	99	211	0	3	604	500	315	22
Swift Current	153	33	135	0	1	322	345	204	48
Yorkton	725	283	290	0	0	1,298	1,322	178	0
Total full service applications	12,939	4,015	5,425	5	17	22,401			
Total Closed Cases	11,456	4,057	5,506	19	1		21,039		
Summary Advice	2,448	368	3,042	255	97			6,210	
Duty Counsel	6,387	1,764	12	0	272				8,435

[1] - This service is provided by private lawyers on contract.

Management Structure

As of March 31, 1999, The Saskatchewan Legal Aid Commission employed 133 people:
125 at Area Offices & 8 at Central Office

Minister Responsible

Members of the Commission

Chairperson & Chief Executive Officer

Civil Appeals Committee

- reviews the Chairperson's decisions with respect to an applicant's financial eligibility to receive civil legal aid services, or a requirement to pay part of the cost of the civil legal services provided

Central Office

- Allocation of Cases to the Private Bar
- Appeals on Refused Applications
- Budget Management
- Complaints about Services
- Coordination of Interprovincial Referrals
- Financial Services
- Human Resources
- Information Systems
- Policy Development
- Purchasing

13 Area Offices

- Services to Clients

Left to right:
(Back Row): Bob McCann, James Struthers, David Bright, Adrian McBride, Katharine Grier, Darrell Blais, Janice Lawrence, Q.C., Mervyn Shaw.
(Front Row): Michael Ryan, Q.C., Jane Lancaster, Q.C., Barry Treacy, Laura Lacoursiere, Jerome Boyko, Pamela Cuelenaere.
Missing from photo: Sid Robinson, Q.C., David Andrews.

Offices of the Saskatchewan Legal Aid Commission

Saskatchewan Legal Aid Commission
Central Office
#502 - 201 21st Street East
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Toll Free: 1-800-667-3764
Chairperson: Jane L. Lancaster, Q.C.

Saskatchewan Legal Aid Commission
Saskatoon City Area Office
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122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7820 **FAX** 933-7827
Toll Free: 1-877-424-1898
Legal Director: Katharine Grier

Saskatchewan Legal Aid Commission
Meadow Lake Area Office
Box 9000, 119B 2nd Street East
MEADOW LAKE SK S9X 1V8
Phone 236-7636 **FAX** 236-7634
Toll Free 1-800-461-8188
Legal Director: Darrell Blais

Saskatchewan Legal Aid Commission
Prince Albert Area Office
Box 3003, 11th Floor, McIntosh Mall
800 Central Avenue
PRINCE ALBERT SK S6V 6Z2
Phone 953-2850 **FAX** 953-2866
Toll Free: 1-877-424-1900
Legal Director: Pamela Cuelenaere

Saskatchewan Legal Aid Commission
Northern Area Office
Box 5000
Mistasinihk Place, 1328 La Ronge Avenue
LA RONGE SK S0J 1L0
Phone 425-4455 **FAX** 425-4472
Toll Free: 1-800-667-4095
Legal Director: Sidney Robinson, Q.C.

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Phone 778-8272 **FAX** 778-8307
Toll Free: 1-877-424-1905
Legal Director: Adrian S. McBride

Saskatchewan Legal Aid Commission
Regina City Area Office
2nd Floor, 1942 Hamilton Street
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Toll Free: 1-877-424-1897
Legal Director: Michael B. Ryan, Q.C.

Saskatchewan Legal Aid Commission
Saskatoon Rural Area Office
9th Floor, Sturdy Stone Centre
122 Third Avenue North
SASKATOON SK S7K 2H6
Phone 933-7855 **FAX** 933-7854
Toll Free: 1-877-424-1899
Legal Director: Robert McCann

Saskatchewan Legal Aid Commission
The Battlefords Area Office
Main Floor, Provincial Building
1146 102nd Street
NORTH BATTLEFORD SK S9A 1E9
Phone 446-7700 **FAX** 446-7598
Toll Free: 1-877-441-4418
Legal Director: Janice Lawrence, Q.C.

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P.O. Box 6500
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MELFORT SK S0E 1A0
Phone 752-6220 **FAX** 752-6127
Toll Free: 1-877-424-1901
Legal Director: Barry Treacy

Saskatchewan Legal Aid Commission
Moose Jaw Area Office
#113 - 110 Ominica Street West
MOOSE JAW SK S6H 6V2
Phone 694-3700 **FAX** 694-3738
Toll Free: 1-877-424-1902
Legal Director: Mervyn Shaw

Saskatchewan Legal Aid Commission
Yorkton Area Office
41 Broadway West
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Toll Free: 1-877-424-1904
Legal Director: David B. Bright

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Regina Rural Area Office
438 Victoria Avenue East
REGINA SK S4P 3V7
Phone 787-1141 **FAX** 787-2316
Toll Free: 1-877-424-1906
Legal Director: David W. Andrews

Management's Responsibility for the Financial Statements

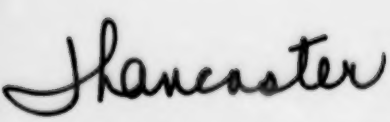
Management is responsible for the integrity of the financial information reported by The Saskatchewan Legal Aid Commission. Fulfilling this responsibility requires the preparation and presentation of financial statements and other financial information according to generally accepted accounting principles. These recommendations are consistently applied, with any exceptions specifically described in the financial statements.

The accounting systems used by the Commission include an appropriate system of internal controls to provide reasonable assurance that:

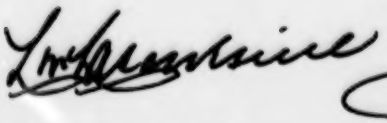
- transactions are authorized;
- the Commission's assets are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other information;
- the accounts are properly kept and financial reports are properly monitored to ensure reliable information is provided for preparation of financial statements and other financial information.

To ensure management meets its responsibilities for financial reporting and internal control, the members of The Saskatchewan Legal Aid Commission discuss audit and reporting matters with representatives of management at regular meetings. The members of the Commission have also reviewed the financial statements with representatives of management.

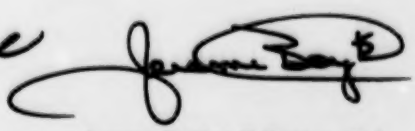
The Provincial Auditor of Saskatchewan has audited The Saskatchewan Legal Aid Commission's statement of financial position as at March 31, 1999, and the statement of operations and changes in net assets, and cash flows for the year then ended. Their responsibility is to express an opinion on the fairness of management's financial statements. The Auditor's Report outlines the scope of their audit and their opinion.



Jane L. Lancaster, Q.C.
Chairperson



Laura Lacoursiere, B.Comm., C.M.A.
Director of Administration



Jerome Boyko, B.Comm., C.A.,
Director of Financial Management

Saskatoon, Saskatchewan
May 21, 1999

Auditor's Report

To the Members of the Legislative Assembly
of Saskatchewan

I have audited the statement of financial position of The Saskatchewan Legal Aid Commission as at March 31, 1999 and the statement of operations and changes in net assets, and cash flows for the year then ended. The Commission's management is responsible for preparing these financial statements for Treasury Board's approval. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Commission as at March 31, 1999 and the results of its operations and its cash flows for the year then ended in accordance with generally accepted accounting principles.

W.K. Strelioff

Regina, Saskatchewan
May 21, 1999

Wayne Strelioff, C.A.
Provincial Auditor

The Saskatchewan Legal Aid Commission
Statement of Financial Position
As at March 31

	1999	1998
Assets		
Current		
Cash	$ 631,122	$ 423,013
Accounts receivable	14,670	79,817
Prepaid expense	93,038	93,449
Total current assets	738,830	596,279
Capital Assets (Note 4)	385,484	433,097
	$1,124,314	$1,029,376
Liabilities		
Current		
Accounts payable and accrued liabilities	$ 889,902	$ 589,098
Net Assets		
Investment in capital assets fund	385,484	433,097
Unrestricted	(151,072)	7,181
	234,412	440,278
	$1,124,314	$1,029,376

(See accompanying notes to the financial statements)

The Saskatchewan Legal Aid Commission
Statement of Operations and Changes in Net Assets
Year Ended March 31

	1999				1998
	Operating Fund Budget	Operating Fund Actual	Investment in Capital Assets Fund Actual	**Total**	Total
Revenue: (Note 2)					
Department of Justice	$ 9,825,000	$ 9,825,000	$ ---	**$ 9,825,000**	$ 9,432,000
Other	96,018	128,010	---	**128,010**	101,662
	9,921,018	9,953,010	---	**9,953,010**	9,533,662
Expenses:					
Salaries and employee benefits	7,043,075	7,271,515	---	**7,271,515**	6,837,021
Central Office administrative (Schedule 1)	315,722	270,135	48,770	**318,905**	251,696
Area Office administrative and operating expenses (Schedule 1)	1,105,188	1,119,806	169,053	**1,288,859**	1,212,829
Provision of legal services	821,728	783,203	---	**783,203**	746,401
Other legal expenses	176,750	159,632	---	**159,632**	187,080
Travel	340,846	336,486	---	**336,486**	332,194
Loss on disposal of fixed assets	---	---	276	**276**	3,534
	9,803,309	9,940,777	218,099	**10,158,876**	9,570,755
Excess (deficiency) of revenue over expenses	117,709	12,233	(218,099)	**(205,866)**	(37,093)
Fund Balances, beginning of year	7,181	7,181	433,097	**440,278**	477,371
Transfer between funds	(124,890)	(170,486)	170,486	**---**	---
Fund Balances, end of year	$ ---	$ (151,072)	$ 385,484	**$ 234,412**	$ 440,278

(See accompanying notes to the financial statements)

The Saskatchewan Legal Aid Commission
Cash Flow Statement
As at March 31

	1999	1998
Cash provided by (used in)		
Operating Activities		
Excess of revenue over expenses Operating Fund (Statement 2)	$ 12,233	$ 158,234
Net change in non-cash working capital (note 6)	366,362	129,531
Net cash provided by operating activities	378,595	287,765
Investing Activities		
Capital Asset Purchases	(170,486)	(185,273)
Net increase in cash	208,109	102,492
Cash, beginning of year	423,013	320,521
Cash, end of year	$ 631,122	$ 423,013

(See accompanying notes to the financial statements)

The Saskatchewan Legal Aid Commission
Notes to the Financial Statements
March 31, 1998

The Legal Aid Act came into force on September 1, 1983 by Order in Council 1275/83 and continued The Saskatchewan Community Legal Services Commission as a body corporate under the name of The Saskatchewan Legal Aid Commission. The purpose of the Commission is to provide legal services in criminal and civil proceedings on matters to persons and organizations financially unable to secure those services from their own resources.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with generally accepted accounting principles and includes the following significant accounting policies:

a) Fund Accounting

The Commission follows the restricted fund method of accounting for contributions. For financial reporting purposes, the following major funding groups are:

Operating Fund (unrestricted assets)

The Operating Fund reflects the primary operations of the Commission including revenue from the Department of Justice for the provision of legal services and other revenue.

Investment in Capital Assets Fund (restricted assets)

Investment in Capital Assets Fund reflects the equity of the Commission in capital assets. This fund includes any grants designated for the acquisitions of capital assets. The Commission would also impose a restriction that any capital purchases made with operating funds would be recorded as an interfund transfer. Expenses consist primarily of amortization of capital assets.

b) Capital Assets

Capital assets are recorded at cost. Normal repairs and maintenance are expensed as incurred. The capital assets are reduced annually by an amount representing the consumed cost of the asset calculated as follows:

Office Equipment and Furniture	14 2/7% per annum
Library	33 1/3% per annum

2. Revenues

The following are included in revenue:

a) Unrestricted contributions are recognized as revenue of the operating fund in the year received or receivable.

Other revenue is comprised of client contributions, cost recoveries, interest and miscellaneous receipts.

Any unexpended funds remaining from the legislative appropriation (Department of Justice revenue) for a fiscal year must be returned to the Department of Justice unless otherwise authorized by Treasury Board.

b) Restricted contributions related to capital assets are recognized as revenue of the investment in capital assets fund in the year received or receivable.

3. Pension Plan

The Commission participates in a defined contribution pension plan for the benefit of its employees. The Commission's financial obligation to The Staff Pension Plan for Employees of The Saskatchewan Legal Aid Commission (Plan) is limited to making regular payments to match the amounts contributed by the employees for current service. The Commission's annual pension expense for 1999 amounted to $327,677 (1998 - $327,231).

The Plan is administered and sponsored by a joint trustees arrangement. The joint trustees consist of four members, two appointed by the Commission and two appointed by C.U.P.E. Local 1949. Day-to-day administration is provided by the Commission for the Trustees without charge to the Plan. The administration expenses of the Plan are initially paid by the Commission and are subsequently refunded by the Plan. As at March 31, 1999, the Plan owed the Commission $5,784, (1998 - $ 9,306).

4. Capital Assets

Capital assets are comprised of the following amounts:

	1999			1998		
	Cost	Accumulated Amortization	Net Book Value	Cost	Accumulated Amortization	Net Book Value
Office equipment and furniture	$1,024,882	$ 713,711	$311,171	$ 993,048	$626,914	$366,134
Library	1,018,695	944,382	74,313	977,716	910,753	66,963
	$2,043,577	$1,658,093	$385,484	$1,970,764	$1,537,667	$433,097

5. Related Party Transactions

Included in these financial statements are transactions with various Saskatchewan Crown Corporations, departments, agencies, boards and commissions related to the Commission by virtue of common control by the Government of Saskatchewan and non-Crown corporations and enterprises subject to joint control and significant influence by the Government of Saskatchewan (collectively referred to as "related parties").

Facilities, vehicle rentals, office supplies, and miscellaneous office services are acquired from a related party. These transactions are recorded at rates which are determined primarily on the basis of recovery of the costs incurred by the related party. These transactions and amounts outstanding at year end are as follows:

	1999	1998
Expenses	$ 838,036	$ 813,641
Accounts payable	16,516	16,794
Accounts receivable	---	51,066

Other operating transactions with related parties are settled at prevailing market prices under normal trade terms. These transactions and amounts outstanding at year end are as follows:

	1999	1998
Expenses	$ 371,489	$ 305,703
Accounts payable	579	7,363

In addition, the Commission pays Saskatchewan Education and Health Tax on all its taxable purchases. The Commission also received transcripts without charge from the Department of Justice, Transcript Services.

During the year, the Commission made a payment in the amount of $21,155 (1998 - $17,790) to the Saskatchewan Legal Aid Commission Benefit Plan Surplus Fund. The intent of this fund is to cover increased premium costs of the extended health care benefits for members of C.U.P.E. Local 1949 in accordance with the Collective Bargaining Agreement. The increased premium costs are initially paid by the Commission and for 1999 the Fund reimbursed the Commission $20,888 (1998 - $15,196) for the increased premium costs.

Other transactions with related parties and amounts due to or from them are described separately in these financial statements and the notes thereto.

6. Net Change in Non-Cash Working Capital Balances Related to Operations

	1999	1998
Decrease (increase) in accounts receivable	$ 65,147	$ (41,549)
Decrease (increase) in prepaid expenses	411	(3,726)
Increase in accounts payable and accrued liabilities	300,804	174,806
Net change in non-cash working capital balances related to operations	$ 366,362	$ 129,531

7. Financial Instruments

Financial instruments consist of:

Cash
Accounts receivable
Accounts payable

a) Significant terms and conditions

There are no significant terms and conditions related to financial instruments that may affect the amount, timing and certainty of future cash flows.

b) The carrying value of the financial instruments approximate fair value due to their immediate or short-term nature.

8. Uncertainty due to Year 2000 Issue

The Year 2000 Issue arises because many computer systems use two digits rather than four to identify a year. Date-sensitive systems may recognize the year 2000 as 1900 or some other date, resulting in errors when information using year 2000 dates is processed. In addition, similar problems may arise in some systems which use certain dates in 1999 to represent something other than a date. The effects of the Year 2000 Issue may be experienced before, on, or after January 1, 2000, and if not addressed, the impact on operations and financial reporting may range from minor errors to significant systems failure which could affect an entity's ability to conduct normal business operations. It is not possible to be certain that all aspects of the Year 2000 Issue affecting the entity, including those related to the efforts of clients, suppliers, or other third parties, will be fully resolved.

9. Measurement Uncertainty

The preparation of financial statements in accordance with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of accounts payable and accrued liabilities at the date of the financial statements and the reported amount of expenses during the reported period. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in earnings in the period in which they become known.

10. Budget

These amounts represent the budget approved by members of The Saskatchewan Legal Aid Commission.

Schedule 1

The Saskatchewan Legal Aid Commission
Schedule of Administrative and Operating Expenses
Year Ended March 31

Central Office Administrative	1999 Budget	1999 Operating Fund Actual	1998 Operating Fund Actual
Leased accommodation	$ 115,296	$ 104,794	$ 58,307
Telephone	21,600	20,718	20,322
Computer Maintenance and Support	33,180	43,724	35,707
Postage	7,200	7,697	7,404
Stationery and office supplies	13,150	10,442	7,618
Periodicals	3,848	3,253	3,428
Photocopying	5,018	3,581	4,219
Other operating expenses	116,430	75,926	80,973
Total Central Office Administrative	$ 315,722	$ 270,135	$ 217,978
Area Office Administrative and Operating Expenses			
Leased accommodation	$ 585,268	$ 598,748	$ 572,888
Telephone	178,400	164,131	168,069
Computer Maintenance and Support	96,536	95,214	60,519
Postage	36,800	31,040	31,448
Stationery and office supplies	60,850	71,195	65,279
Periodicals	54,152	51,386	53,430
Photocopying	41,982	37,456	37,763
Other operating expenses	51,200	70,636	65,358
Total Area Office Administrative and Operating Expenses	$ 1,105,188	$ 1,119,806	$ 1,054,754

Appendix I - Additional Supplementary Information (unaudited)
Personal Services

Listed are individuals who received payments for salaries, wages, honorariums, etc. which total $2,500 or more.

Albert, Alice	$27,768	Godson, Kathy	$16,186
Andrews, David	74,148	Gonzo, David	48,817
Armstrong, David	13,050	Gosling, Beth	7,561
Arnott, Fran	23,563	Gottselig, Audra	20,838
Barr, May	27,768	Grand, Tammy	27,768
Bartlett, Cheryl	23,522	Green, Ross	63,374
Baumgartner, Pearl	60,080	Grier, Katharine	33,937
Beaton, Betty	32,124	Haid, Debra	57,764
Beckie, Samuel	70,848	Haskewich, Lynn	32,124
Beneteau, Joyce	27,768	Healy, Kearney	70,848
Bercovich, Norman	70,848	Hoffart, Darla	5,918
Bernier, Sharon	19,228	Hoffart, Janice	9,894
Blais, Darrell	69,362	Hofmann, Rhonda	27,768
Boechler, Cheryl	32,124	Hopkins, Deborah	39,416
Bohachik, Catherine	46,134	Howie, Bernice	27,768
Bordessa, Lynda	62,379	Jickling, Maureen	44,593
Borkowsky, Viola	15,016	Johnson, James	70,848
Bourassa, Susan	19,100	Johnston, Gladys	29,271
Boyko, Jerome	57,417	Johnston, Lisa	25,264
Bright, David	74,148	Josephson, Gene	70,851
Buckle, Wayne	49,623	Kalenith, Earl	15,805
Burns, Peter	57,369	Kennard, Dianne	27,560
Calderbank, Jennifer	24,224	Kergoat, Roger	70,848
Campbell, Bruce	70,848	Kirkham, Barbara	25,419
Chery, Cynthia	15,047	Kowalik, May	32,124
Crane, James	46,642	Kowalski, Elaine	32,124
Crookshanks, Grant	73,488	Krasowski, Beverly	23,936
Cuelenaere, Pamela	65,223	Lacoursiere, Laura	70,959
Curtis, Barb	26,786	Lancaster, Jane	80,555
Dahlby, Brenda	63,623	Laporte, Rodney	59,485
Daunt, Felicia	48,345	Larson, Geraldine	32,124
Dove, Graham	70,848	Lavallee, Pauline	32,124
Durbin, Dorothy	15,070	Lawrence, Janice	74,148
Earing, Kimberly	38,787	Lechner, Kelly	32,124
Epp, Dawn	23,837	Lechner, Valerie	21,434
Faris, Shirley	32,124	Leibel, Lynette	27,431
Fenske, Anna	25,771	Loader, Barbara	32,333
Gale, Heather	25,200	Love, Terri	19,736
Gall Smith, Patricia	15,261	MacIsaac, William	9,127
Gattinger, Brenda	27,768	Mackenzie, Robert	16,629
Gee, Philip	32,124	McAdam, Melanie	9,572
Glass, Kevin	16,062	McBride, Adrian	74,148
Glavas, Helga	27,768	McBride, Dawn	53,506

Personal Services - concluded

McCann, Robert	$74,148
McCaslin, Wanda	5,762
McGuire, Allan	70,848
McHenry, Tracey	27,768
McLean, Mavis	32,124
McMahon, Jill	70,848
Maeder, Corinne	46,436
Magnusson, Lynne	32,124
Maloney, Catherine	69,722
Martin, Margaret	32,124
Martynook, Patricia	28,298
Mayer, Richard	70,848
Morine, Cheryl	8,074
Mullord, Donald	64,834
Nijssen, Cynthia	16,919
Orlowski, Anthony	61,710
Pappas, Maria	70,848
Peterson, Kristin	16,038
Pethick, Laurel	28,969
Pettigrew, Laura	8,652
Pirot, Olive	32,124
Pritchard, Dawn	17,751
Rehn, Rudy	48,883
Reich, Lorraine	27,768
Reis, Patrick	70,848
Rheindel, Mary Lou	26,036
Ritter, Bruce	70,848
Robinson, Sidney	76,548
Ryan, Michael	76,128
Schmidt, Doreen	32,184
Scott, Cameron	42,568
Sebelius, Lorraine	27,768
Secundiak, Angeline	32,124
Shaw, Mervyn	74,148
Siever, Shirley	27,768
Sim, Norma	70,848
Sobstel, Margaret	5,852
Soder, Kelly	3,380
Soder, Michael	53,147
Soroka, Darrel	48,883
Stanley, Shannon	17,487
Struthers, James	64,078
Sudom, Grant	32,124
Svendsen, Linda	27,768
Talbot, Tanis	8,891
Tangeman, Carol	15,593
Thurlow, George	70,848
Tkachuk, Gloria	16,407
Tondevold, Pat	70,848
Toth, Clifford	34,784
Treacy, Barry	74,148
Van de Kamp, Louise	12,053
Vancoughnett, Doreen	34,524
Wagner, Julie	4,823
Weber, Myron	61,557
Whitrow, Marilyn	27,768
Wilhelm Skopyk, Lisa	34,591
Winsor, Dallis	70,848
Wood, Cheryl	32,124
Woodbury, Seiri	25,454
Wyatt, Andrew	26,077
Zakowsky, Aline	27,768
Zurloff, Kim	30,168
Payees under $2,500	9,159
Increase in accrued liabilities	300,039
	$6,174,919

Suppliers and Other Payments (unaudited)

Listed are payees who received $20,000 or more for the provision of goods and services, including office supplies, advertising, contracts, equipment, and other expenditures.

Bodnar Wanhella Cutforth Black	$43,016
Canada Law Book Inc.	$25,025
Carswell Company Ltd.(Division of Thomson Canada)	25,352
Courtesy Air	75,481
Dumonceaux, Ronald	43,333
Great-West Life Assurance Company (employer costs)	192,198
Hawkins MacMullin	24,709
Horizon Computer Solutions	43,606
Hnatyshyn Singer Thorstad	42,035
Huck Andrews Butler	59,911
La Ronge Aviation Services Ltd.	38,774
Law Society of Saskatchewan	68,457
Manulife Financial	327,678
Maritime Law Book Ltd.	24,236
Paradigm Consulting Group Inc.	118,687
Receiver General for Canada - Canada Pension Plan	126,541
Receiver General for Canada - Employment Insurance	150,255
Rusnak Balacko Kachur & Rusnak	20,133
Saskatchewan Lawyers Insurance Association	139,740
Saskatchewan Property Management Corporation	949,208
SaskTel	183,682
Saskatchewan Workers' Compensation Board	44,255
SLAC Benefit Plan Surplus Fund	21,155
Software Spectrum Canada Ltd.	31,361
Xerox Canada Ltd.	20,132
Payees under $20,000	1,096,893
Decrease in prepaid expenses	411
	$3,936,344

Appendix II

Glossary of Terms

Accrued vacation pay - Value of employee vacation leave entitlement earned but not taken.

Application - refers to a formal written request for legal assistance. Related legal matters enumerated at the time of application are included on one application, despite the requirement for a court appearance. Separate applications are counted for criminal, family, civil or provincial offence matters.

Appeal - refers to an appeal of a lower court or administrative tribunal decision, not an appeal of a refused application.

Appeal against refusal - refers to an appeal of a refused application for legal services.

Civil matters - refers to all other civil proceedings that are not of a family nature.

Contribution - refers to that portion of the costs of legal services that an applicant or client may be required to pay.

Coverage or range of service restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Duty counsel service - immediate, although temporary advice by telephone to arrested or detained persons, irrespective of financial status.

Family matters - refer to proceedings related to divorce, separation, maintenance, custody/access, and other matters of a family law nature.

Federal criminal matters (adult) - refers to applications for matters under the *Criminal Code of Canada, Narcotic Control Act, Food and Drug Act*, or other Federal Statutes if the proceedings are by way of indictment; or, if upon conviction and sentence, there is a likelihood of imprisonment or loss of livelihood.

Federal criminal matters (youth) - refers to applications for matters under the *Young Offenders Act*.

Financial ineligibility - refers to reasons for refusing an application based on some financial information revealed by the applicant about income, assets and liabilities.

Full service application - refers to an application that is granted legal services.

Interprovincial reciprocity agreement - refers to the informal agreement among Legal Aid Plans in Canada to handle nonresident civil matters. Applicants must request legal services in the province/territory of home, rather than in the province/territory where the legal recourse is sought.

Merit, lack of - refers to applications refused because the nature of the case or the seriousness of the matter does not warrant legal assistance.

Merit, professional - some or all of the following are considered:

- is this case one that a reasonable person of modest means would commence or defend?
- are the legal costs of commencing or defending an action reasonable compared with the relief asked for?
- what is the seriousness of the legal or economic outcomes?
- what are the potential benefits to the client?
- is there a possible defence to a charge?
- has the client been cooperative, such as keeping appointments, keeping in touch with the office after a move, etc.?
- has the client accepted reasonable professional advice from the assigned lawyer?

Non-compliance/abuse - refers to refusals based on an applicant's prior or current experience with The Saskatchewan Legal Aid Commission. Included are applications where the services applied for are abusive of the legal process or failure to cooperate with the lawyer.

Prepaid expenses - Payments made during the year that relate to goods and services that will not be received until subsequent fiscal years (includes items such as professional dues, memberships and subscriptions).

Provincial offence matters - refers to applications for matters under provincial statutes, such as *Alcohol Control Act, Wildlife Act, Parks Act*, or *Highway Traffic Act*.

Range of service or coverage restrictions - refers to applications refused because the legal matter is not covered by The Saskatchewan Legal Aid Commission.

Reciprocal application - see Interprovincial reciprocity agreement. Incoming refers to those applications coming from other jurisdictions, while Outgoing refers to those Saskatchewan sends out.

Refused application - refers to all formal written requests for legal aid that have been denied legal services.

Summary advice or service - refers to the provision of legal advice, information, or any other type of minimal legal service to an individual involving no more than a brief interview or telephone call.